Checklist for Implementing a New Accounting Customer
and
Performing Data Conversion

Task	Assigned to	Date Due	Completion Date
General			
Determine overall servicing role and organizations with which we need to coordinate (procurement, payroll, IT personnel, etc.).			
Establish accounting structure using existing cost centers, fund symbols, organization chart, and input from customer and provide to organizations with feeder systems (Prism, TM,CitiDirect, etc.).			
Have customer review budget object code listing to see if their needs can be met with existing codes.			
Determine if additional costing codes are needed, such as reporting categories or program codes.			
Establish new agency location code (ALC) in necessary.			
Obtain CA$HLINK, PAID, PACER and IPAC access for ALC and fund symbols.			
Obtain GOALS II, FACTS I, FACTS II, and FACTS Notes access for ALC and fund symbols.			
Obtain written permission from customer to make disbursements and submit request for ECS disbursing to FMS.			
Create document numbering schemes. Determine if the customer has special needs not addressed in the sections that follow.			
Provide mailing address, fax number, and transmittal form for document submission purposes to customer.			
Obtain access forms for the users of Discoverer, Prism, and Travel Manager.			
Determine if customer access to the system is needed and for what purpose.			
Determine if a new set of books is needed.			
Document customer procedures as necessary.			
Determine if new instance of Oracle and/or Prism is necessary.			
Oracle Setup			
Determine the unique three-digit customer identifier.			
Provide the full name of the customer and the address to be used.			

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Task	Assigned to	Date Due	Completion Date
Send an email to SSB identifying the ARC users with a need to have access to the operating unit with the responsibility level needed.			
Identify the ALC and Treasury Fund Symbols of the new customer.			
Identify the 2 digit Department ID and Bureau ID (Used for FACTS II Reporting)			
Identify any unique USSGL accounts or BOC's which need to be added.			
Identify the funds and types that need to be setup ((SE or RE and what years), (single year, no-year, multi-year, and whether Category A, B, or C) Note: Funds are 13 digits in length beginning with the 3-digit customer ID.			
Determine if the funds are custodial or non-custodial for FACTS II purposes.			
Provide SSB with the cost centers and the descriptions on the cost centers to be added. (Cost centers are 10 digits in length beginning with the 3-digit customer ID).			
Identify any reporting categories or project codes that are needed by the customer and include descriptions. (Reporting categories are 8 digits beginning with the 3-digit customer ID. Project Codes are 9 digits beginning with the 3-digit identifier).			
Identify how the customer wants to budget and the level of funds control.			
Determine where prompt payment interested will be charged. We need to identify the fund, cost center, BOC and reporting category if any.			
Budget will need to provide SSB with the Budget sub function 3-digit code and description.			
Provide customer TIN or EIN for 1099 reporting.			
Develop new quick reference guides, if necessary.			
Set up new legal entity, operating unit, and set of books, if necessary.			
Travel			
Change paying office on credit card statements and TMC agreement.			
Identify customer's technical contact name, phone number, and email address.			
Determine the type of network, internet browser, and operating system used by the customer.			
Determine if the customer is a "trusted" agency (connected to the TCS network).			
Determine technical and connectivity issues. Test and coordinate with customer technical staff.			
Prepare logon instructions for users.			
Prepare and conduct user training.			
Configure TM system and accounting structure data.			
Obtain user access forms for TM users and establish necessary routing profiles and personal information profiles for new users.			
Review ARC travel policy and procedures with customer.			

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Task	Assigned to	Date Due	Completion Date
Identify and unique customer processing issues and make interface changes as necessary.			
Identify unique customer policy.			
Modify travel program web page information to accommodate new customer.			
Identify need for ongoing training and frequency.			
Identify relocation travel approving officials.			
Identify approving official for special exceptions and addressing disputes between travelers and approving officials.			
Determine if customer will maintain a card program or participate in ours.			
Determine if customer will maintain a TMC agreement or participate in ours.			
Obtain direct deposit information for travelers.			
Payroll			
Determine if payroll transactions will be charged to customer accounts.			
Determine who current and future payroll service provider will be.			
Determine cost center cross-walking from Personnel codes to accounting codes, if necessary.			
Request changes to payroll interface program, if necessary.			
Submit letter to NFC requesting tape to be sent to ARC in our file format for automated processing, if needed.			
Provide notice and/or instructions to IT personnel.			
Determine any unique payroll reconciliation needs, such as time card reconciliation.			
Establish Discoverer Reporting.			
Set-up payroll system tables.			
Budget			
Determine nature of all customer accounts and determine if they are appropriated, revolving, trust, etc.			
Determine apportionment process for appropriated accounts.			
Explain financial plan documentation required at beginning of fiscal year.			
Determine level of funds control to be established for each account.			
Determine customer's frequency of reprogramming requests.			
Explain method and documentation required for reprogramming documents.			
Explain process for requesting additional budget object codes.			
Explain process for making accounting structure changes.			
Determine notification methods for insufficient funds problems.			
Clarify ARC's role with regards to budget formulation and reporting (MAX).			

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Task	Assigned to	Date Due	Completion Date
Purchasing			
Determine if commitment accounting will be used, if manual.			
Determine if Prism will be used for procurement documents.			
Determine number of Prism users.			
Clarify method and approving officials for submitting commitment documents.			
Clarify expectations of procurement service provider regarding payment issues, such as use of CCR.			
Clarify expectations of COTRs and POCs regarding invoice approval.			
Determine tolerances for paying invoices above the order amount w/o requiring formal modifications.			
Determine if receiving documents will be used or if POCs will be utilized on all invoices.			
Determine most practical location to have vendor invoices submitted.			
Notify procurement office of any change in mailing address for invoices.			
Clarify expectations of receiving function, if used.			
Explain process used to examine and process invoices.			
Request change in paying office and agency location codes on all interagency agreements.			
Determine if any other procurement functions exist and coordinate procedures with them also.			
Explain how other employee payment documentation should be submitted.			
Clarify expectations concerning accounting code corrections to documents requested by customer.			
Clarify how emergency payments will be handled.			
Identify cutover date for making payments and coordinate and instruct previous service provider.			
Determine the frequency of accrual entries needed and methods for obtaining accrual information.			
Clarify expectations of customer in reviewing open obligation balances quarterly.			
Determine uses of purchase cards and determine transactions and processes used.			
Provide Prism training, if needed.			
Discuss benefits of the PAID system.			
Provide CCR instructions to procurement personnel.			
Credit Card			
Determine if the customer will join our credit card program.			
Determine how PR limits will be used. (Over or under $2,500)			

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Task	Assigned to	Date Due	Completion Date
Set up accounting defaults for CitiDirect based on the cardholder's purchases.			
Have credit card users trained using CitiDirect and the web based training necessary for procurement.			
Review credit card payment procedures.			
Revenue			
Determine sources of revenue and the transactions that are involved.			
Confirm that customer will prepare and submit billing documents or billing data as necessary to post revenue transactions.			
Clarify where and how collections are received and where deposits will be made.			
Make sure all depositors know new ALC and cutover date.			
Determine debt collection practices and responsibilities of customer vs. ARC.			
Determine need for revenue accruals and method for obtaining accrual information.			
Clarify revenue write-off process with customer and method for determining bad debt allowance, if necessary.			
Discuss IPAC and 224 collection practices.			
Fixed Assets			
Determine customer capitalization threshold.			
Explain method for monitoring purchase activity to determine capitalized purchases.			
Explain criteria used to determine capitalized purchases.			
Determine authorization process for recording disposals/deletions.			
Explain customer role in reviewing and confirming existence of capital assets, determining estimated useful life, conducting physical inventory, and identifying assets disposed of.			
Explain year-end process for recording depreciation expense.			
Year-end Transactions			
Determine year-end transactions necessary and the method for obtaining the data.			
Clarify responsibilities regarding year-end tasks (pension expense computations, annual leave liability computations, certifications, etc.)			
Reporting/Discoverer			
Determine customer reporting needs.			
Determine number and type of Discoverer users.			
Determine required reporting codes and permissions from FMS.			

Task	Assigned to	Date Due	Completion Date
Determine need for year-end financial statements.			
Determine audit needs.			
Clarify 1099 reporting performed.			
Develop Discoverer reports for customers. Provide Discoverer training, if needed.			
Data Conversion			
Review current trial balance and determine extent of data conversion required.			
Obtain final reports prepared by previous service provider.			
Crosswalk existing chart of accounts to USSGL, if necessary.			
Crosswalk existing BOC's to ARC BOC's.			
Obtain source documents to confirm all balance sheet and certain budgetary account balances (undelivered orders and unfilled customer orders).			
Determine status of budgetary resources and confirm budgetary SGL account balances.			
Perform account maintenance edit checks to ensure budgetary accounts agree with proprietary accounts.			
Review status of cash reconciliation and statement of differences and make any necessary correcting entries to clear differences.			
Determine data conversion strategy – beginning balances agreeing with previous system or adjustments needed outside of system.			
Determine accounting entries needed to record corrected account balances with necessary detail.			
Close out prior ALC, if necessary.			
Establish conversion time frames.			
Create customer web page.			
Staffing and Training			
Provide appropriation law, SGL, and voucher examination/prompt pay training to new employees.			
Train new employees on ARC systems.			
Conduct basic procedures training.			
Maintain active rosters for selecting new hires.			

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